



Officials Reimbursement Policy

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Date Issued	13 September 2024
Approved/Endorsed By	MSLSC Executive Management Committee
Review Date	13 September 2025

PURPOSE

To ensure all club members who officiate at carnivals on the club's behalf are aware of the monies available to them through the reimbursement policy and procedure.

SCOPE

This policy applies to all Mooloolaba Surf Life Saving Club Officials who seek to claim reimbursement for accommodation and/or fuel costs for officiating at carnivals on the club's behalf.

Disclaimer: If you nominate for a carnival are not selected as an Official despite seeking approval and booking accommodation, you will not be reimbursed for expenses if you do not Officiate at the carnival.

POLICY

Accommodation Reimbursement

Reimbursement of official's accommodation expenses (Excluding State & Australian titles) can be categorised into 3 areas:

1. Local - Caloundra to Noosa (Sunshine Coast Area)
Reimbursement amounts available for One & Two-day Carnivals - nil
2. Area 2 – Rainbow Beach & Bribie Island
Reimbursement amounts available for One & Two-day Carnivals - nil
3. Outer Area – Gold Coast & North from Rainbow Beach.
Reimbursement amounts available for One day Carnivals – One night accommodation – **Maximum \$120/person/Night**
Reimbursement amounts available for Two-day Carnival – Two nights' accommodation – **Maximum \$120/person/night**

Travel Reimbursement

Reimbursement of officials travel expenses can be categorised into 3 areas:

1. Local - Caloundra to Noosa (Sunshine Coast Area)
Reimbursement amount available for One & Two-day Carnivals - **Max \$30.00**
2. Area 2 – Rainbow Beach & Bribie Island
Reimbursement amount available for One & Two-day Carnivals - **Max \$40.00**
3. Outer Area – Gold Coast & North from Rainbow Beach.
Reimbursement amount available for One & Two-day Carnival - **Max \$50.00**

*Officials seeking financial assistance to Officiate at State or Australian titles must contact the Management Committee seeking advice on the available options. The Management Committee will also take into consideration the number of approved SLSQ carnivals the



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official has attended throughout the year when determining financial assistance. All requests will not automatically be endorsed.

Note: Reimbursement for airfares is not included except when Aussies is held outside the State of Queensland.

PROCEDURE

1. Officials to be selected by Mooloolaba Surf Life Saving Club to officiate at relevant carnivals.
2. The Official is to attend the carnival and complete officiating duties.
3. The Official is required to pay for their accommodation/fuel and obtain a 'Tax Invoice'.
4. On production of the 'Tax Invoice' to the office, a 'Reimbursement Form' will need to be completed.
5. The form, together with the tax invoice will then go to the relevant director to be signed/approved.
6. Monies will be paid into the nominated bank account by electronic bank transfer.